



# State of Nevada – Department Of Personnel

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## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>ASSISTANT STATE ENGINEER</b>	<b>46*</b>	<b>A</b>	<b>6.404</b>

Under the administrative direction of the State Engineer, function as an Assistant State Engineer and administer the operations of a major branch within the Water Resources Division including determination of goals and objectives; exercise executive control of and final action on projects and processes within the policies established by the division; and administer division rules and regulations.

Direct the work of professional engineers and perform professional engineering functions involving the application of advanced principles and abstract concepts in the development of solutions to complex problems that impact the administration and management of major, broad organizational services and long and short range goals. Activities consist of engineering and administrative duties that result in decisions and provide control of outcome of decisions. Positions at this level deal with executives, officials and regulatory representatives to negotiate solutions to major or controversial issues within policy guidelines.

Administer the activities and programs of either the Operations Branch, which includes the Appropriation, Hearings and Adjudication, and Title Sections, or the Engineering Branch, which includes the License, Special Investigation and Cooperative Studies, Dam Safety and Flood Control, and Subdivision Review Sections as well as the Elko and Southern Nevada branch offices of the Water Resources Division. This is accomplished by providing administrative and engineering oversight including: reviewing all final work product for compliance with division policy; performing final review and approval on projects, water right rulings, environmental clean-up issues, consultant monitoring and coordination on United States Geological Survey hydrologic studies, and evaluation of full benefit use on water rights permits; developing and monitoring multiple budgets; establishing goals and objectives for the two branches; and evaluating staff in each program area.

Represent the State Engineer before various boards, committees, business groups, civil groups, homeowners associations and serve on technical advisory committees to explain federal and State regulations and division policy regarding water resources issues, defend division decisions, provide general information, and provide professional engineering advice and opinions.

Administer the activities of the computer section of the division to ensure timely response to requests for water right abstract, water level measurements, streamflow measurements and water use inventories data. Direct the development of special programs such as hydraulic investigations of well interference in a groundwater basin, modeling and other available hydrologic analysis essential in the decision making process relating to action on all applications reviewed.

Perform related duties as assigned.

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**\* Reflects a 2-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

## MINIMUM QUALIFICATIONS

### **SPECIAL NOTES AND REQUIREMENTS:**

- \* Registration as a professional engineer in Nevada is required at the time of application. Any person registered as a Professional Engineer in another state must become registered as a Professional Engineer in Nevada within six months following the date of appointment as a condition of employment.

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in civil engineering or a closely related field and eight years of professional engineering experience within the water resources field or closely related engineering discipline of which four years were in a supervisory capacity; **OR** two years of experience as a Manager II, Registered Professional Engineer in Nevada State service. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** procedures to conduct hearings; the State Administrative Manual Rules for State Personnel Administration. **Knowledge of:** the federal, State and local agencies' rules and regulations pertaining to water supply, remediation plans for removing contaminants to the ground water aquifers and areas for commitments of service by water companies; provisions of open meeting statutes; U.S. Bureau of Reclamation and U.S. Army Corps of Engineers Dam Safety Criteria to administer dam safety program; federal and State affirmative action and equal employment opportunity regulations; principles of organization and management. **Ability to:** comprehend and analyze technical engineering and scientific information such as ground water hydrology, geology, groundwater modeling, fluid mechanics and surveying as submitted in support of water right applicants or protestants of any water right application; write concise, logical, grammatically and factually correct draft rulings of the State Engineer and analytical reports to advise the State Engineer on water related issues; make decisions on water rights and dam applications on solutions to problems or solutions to dam deficiencies and on acceptance/denial of claim of vested rights; organize and direct special investigations and studies; interpret legal requirements and apply them at hearings; manage staff and resources to include developing plans and making decisions; deliver oral presentations; deal with public and other entities with tact and insight; write concise reports, memos, directives to include analytical reports, theories and processes; negotiate, exchange ideas, information and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions or solutions; analyze problems, situations, or procedures to define the problem or objective, identify relevant concerns or factors, and formulate logical and objective conclusions.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** Nevada Revised Statutes, Nevada Administrative Code and case law regarding water law and policies and procedures of the division as it has evolved through administrative actions since the enactment of the Nevada Water Law and the subsequent amendments; a wide variety of personnel, accounting and property management forms; techniques for providing information to the general public. **Knowledge of:** where in the department organization to collect needed information; budgetary procedures as applied to the department and the division. **Ability to:** quickly make sound decisions on complex and diverse issues; meet division goals when unanticipated budget restraints and/or major project schedule changes occur. **Skill in:** resolving human relations problems in a fair, equitable, and acceptable manner; inform, educate or enlighten the participating audience; achieving the maximum potential of an employee while maintaining a high level of morale.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

6.404

ESTABLISHED:	7/1/91R
	3/10/92UC
REVISED:	7/1/93P
	8/31/92PC
REVISED:	6/29/95UC
REVISED:	7/1/01LG